

Classification

CONTROL NO.

OL/SD/ SPB - STAT

PREPARED IN DUPLICATE

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120045-5

1. TITLE OF REPORT (If a fill-in report include Form No.)

RECORDS REPORT

2. TYPE OF REPORT	X	STATISTICAL MANUAL POLITICAL ECONOMIC
-------------------------	---	--

ADMIN. GENERAL OTHER (specify)	ADMISSIONS LISTINGS
-----------------------------------	------------------------

3. FUNCTIONAL AREA	X	PERSONNEL LOGISTICS MEDICAL	TRAINING SECURITY FINANCE	6. DISTRIBUTION (No. of components not number of copies)
4. NO. OF COPIES PREPARED	2	5. FREQUENCY (Weekly, monthly, quarterly, etc.)		2
7. FORMAT (memorandum, form computer print-out, etc.)		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT
FORM		YES	IF YES GIVE ADP PROCESSING NO.	C/ <input type="checkbox"/> STAT
X		NO		
10. PREPARING COMPONENT (include lowest level contributing information to report)		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)		
EXXK OL/SPB		NONE		

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS 6	4.32	X	1	=	4.32	X	1	=	4.32
GS-12	7.73		1/4	=	1.93		1	=	1.93
1 1/4 hrs									

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR

6.25

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Required in effort to reduce files and file storage.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		
X	ESTIMATED SAVINGS	
RETAIN AS IS		
CHANGE		
DISCONTINUE		
STAT		

15. USE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

2/28/70

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120045-5

SUPPLY CLERK

STAT

Classification